

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 9, Number 1

January – March 2004

Government Procurement Connections 2004 *Small Business Contracting Fair*

Small businesses and individuals interested in learning how to master the maze of doing business with the federal, state, county, and city governments should plan to attend Government Procurement Connections 2004 (GPC 2004). This year's intergovernmental contracting fair will be held on March 29th, March 30th, and March 31st, 2004. By attending GPC 2004, participants will have the opportunity to:

- network with government and business professionals;
- learn how to do business with the government;
- present their business to government agencies, prime contractors, and other businesses;
- attend a variety of workshops; and
- meet decision makers in face-to-face sessions.

The theme for GPC 2004 is "Equipping Small Businesses to Prosper...Recognizing Your Global Potential." GPC 2004 sponsors include the City of Houston, the State of Texas, the Houston Federal Executive Board, the Port of Houston Authority, Harris County, the Metropolitan Transit Authority, the Houston Minority Business Council and the Department of Veteran Affairs-Office of Small Disadvantaged Business Utilization.

GPC 2004's scheduled events promise to provide a tremendous amount of networking and educational opportunities for the participants.

- On Monday, March 29th, GPC begins with a Golf Tournament. For additional information on the golf tournament, please contact Crystal Jackson, at 281.380.5774.
- On Tuesday, March 30th, there will be a GPC 2004 Kickoff Reception held at the George R. Brown Convention Center, Houston, Texas.
- On Wednesday, March 31st, GPC will feature exhibitor booths, face-to-face sessions, an Awards Luncheon, and workshops at the George R. Brown Convention Center. Entry to the exhibit hall, face-to-face sessions, and workshops are free of charge. (Workshop topics and times are listed on pages 5 and 6 of this edition of *The Source*.)

To learn more about GPC 2004, please visit the GPC web site at www.houstongpc.org or call 713.837.9000. You can register for the event online at this web site or you can fax the registration form located on page 4 of this newsletter to 713.837.9054. Individual tickets for the Awards Luncheon on March 31st may be purchased until March 19th for \$60. After March 19th, Awards Luncheon tickets will be \$65. If you are a person with a disability and need a reasonable accommodation, please call 713.837.9049 (Relay Texas 1.800.735.2989 or 7.1.1) by March 19, 2004.

Be sure to mark your calendar for March 29th, March 30th, and March 31st. GPC 2004 is a premier intergovernmental contracting event that you will not want to miss.



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From the Director

Seasons Greetings and Happy New Year!

It's hard to believe that it is 2004! The new millennium is no longer new, and we are preparing to forge ahead, re-energized and refocused to meet the challenges of another year.

I am excited about my new role as Director of the Affirmative Action and Contract Compliance Office. It is my goal to maximize our organizational effectiveness, while providing, outstanding customer service and needs-based programming.

As you may know our financial resources are limited, but be assured that there is no limit to the commitment of the Affirmative Action team members to fulfill our mission, as we strive to meet the challenge of doing more with less.

Mark your calendars for Government Procurement Connections 2004, which will be held on Wednesday, March 31, 2004 at the new and improved George R. Brown Convention Center. Visit the GPC web site at www.houstongpc.org for more information.

I look forward to working for your success.

Sincerely,

Director

News Briefs

Supplier Opportunities Available Overseas

Kellogg Brown & Root (KBR), a Halliburton Company, has supplier opportunities available overseas that may be of interest to some small businesses. Linda Holloway, Manager of Global Supplier Diversity – Halliburton & KBR, suggests that small business owners visit their company's web site at <http://www.halliburton.com/suppliers/index.jsp>. The web site provides information on what the company purchases, as well as contact information. Additionally, Holloway encourages interested businesses to fill out an applicable profile sheet, which is also available at the web site noted above. If you have any questions regarding this information, please contact Linda Holloway by phone at 713.753.3319 or by e-mail at Linda.Holloway@Halliburton.com.

Important Update for Vendors Interested in Doing Business with the Port of Houston Authority

As of January 1, 2004, the Port of Houston Authority uses only the Vendor Information System to select potential vendors for future procurement opportunities. If your company is not registered, please follow the instructions below.

1. Go to their website, www.portofhouston.com
2. Click the Business Development link
3. Click the Vendor Registration link
4. Follow the on-screen instructions

Last fall, the Port Authority announced that notifications for "Formal Procurement Packages" will be delivered by e-mail and packages will be available online via the VIS. If your company is registered on the VIS, and your North American Industry Classification System (NAICS) code selection matches the procurement opportunity, then you will receive electronic notification of new bid proposals. For additional information about NAICS codes, please review www.census.gov/epcd/naics02/.

Legal Issues Affecting Small Businesses Training Series

The City of Houston's Affirmative Action and Contract Compliance Office is sponsoring a three-session training series entitled, "Legal Issues Affecting Small Businesses." The training program will be conducted by J. Goodwille Pierre, Attorney at Law & Associates, and will be held at the Business and Technology Center (Palm Center) at 5330 Griggs on March 11th, 17th, and 25th, 2004.

This is the second year that the City has sponsored the training series. The topics to be covered are:

03/11/2004	Employment Law Issues
03/17/2004	Contracting and Collection Issues on Government Contracts
03/25/2004	Intellectual Property: Protecting Your Business' Greatest Assets

The classes on Thursday, March 11th and Thursday, March 25th will be from 10:00 a.m. to 11:30 a.m. The class on Wednesday, March 17th will be from 11:00 a.m. to 12:30 p.m.

Individuals who complete all three of the classes will receive a certificate of completion for the training series. To register, call the Affirmative Action and Contract Compliance Office at 713.837.9043 or fill out the enclosed form and fax it to the Affirmative Action Office at 713.837.9060.

Contract Compliance Workshop

On Wednesday, March 17, 2004, the Contract Compliance Section of the Affirmative Action and Contract Compliance Division will present the workshop "Contract Compliance Requirements: Understanding Your Role." Representatives from the City will discuss certified payrolls; M/W/DBE compliance; overtime/fringe benefits; the prevailing wage rate; drug policy compliance; related forms; common compliance problems; and dispute resolution. The workshop will enhance the participants' knowledge of contract compliance requirements. The program will be held from 9:00 a.m. to 12:00 noon at 611 Walker on the 20th floor. For more information, contact Bernard Porter at 713.837.9000.

"The Basics of Grant Writing" Seminar

The City of Houston and the Houston Small Business Development Corporation will be hosting "The Basics of Grant Writing" seminar on Wednesday, February 25, 2004 at the Business and Technology Center (Palm Center) located at 5330 Griggs. The seminar will be held from 8:30 a.m. to 4:00 p.m. Thelma Thomas of the Houston Department of Health and Human Services will be conducting the seminar.

Topics to be discussed during the seminar include: Deciding to Apply for Funding; Public Versus Private Funds; Source of Funding Information; Planning and Developing the Proposal; The Application Narrative; The Budget; The Appendix, Forms and Assurances; Submission Review and Award; and Managing Grants.

There will be no charge for the seminar. Class size will be limited to the first 75 participants that register. For more information or to register for the series, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9060.

Government Procurement Connections 2004

Registration Form

Face-to-Face Sessions

Back by popular demand are the face-to-face sessions. Face-to-face sessions are a unique opportunity for business owners to meet with governmental and private sector decision makers that have a real need to buy products and services. This is more than a business card exchange it is a real opportunity to make deals. The face-to-face sessions will be held on Wednesday, March 31st, from 2:00 p.m. until 4:00 p.m. Individuals can schedule appointments on a first come, first served basis early on March 31st at GPC. For more information about GPC, you can visit the GPC web site at www.houstongpc.org or call 713.837.9000.

- ☐ I plan to attend the GPC 2004 Contracting Fair. (I understand that it is FREE to attend the workshops, the face-to-face sessions, and the exhibit hall.)
- ☐ I plan to attend the face-to-face sessions. (Registration for the specific session(s) you want to attend will be on a first come, first served basis early on March 31st at GPC.)
- ☐ I plan to attend the following workshop(s): A _____ B _____ C _____ D _____
- ☐ I plan to attend the following events: (Payment must accompany this form.)

	<u>By March 19</u>	<u>After March 19</u>	<u>Total</u>
Individual Golf Tournament registration	\$80 x _____	Same	\$ _____
Individual Awards Luncheon tickets	\$60 x _____	\$65 x _____	\$ _____
Group Awards Luncheon tickets (Table of 10)	\$550	\$600	\$ _____
Vegetarian plate(s) _____	Total amount enclosed		\$ _____

METHOD OF PAYMENT: All fees are quoted in U.S. dollars and are payable to Government Procurement Connections.

☐ Check ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

Name as it appears on the Credit Card _____

Credit Card Number _____ Expiration Date (Month / Year) _____

Cardholder's signature _____ Date _____

Mail this form to: Government Procurement Connections, 611 Walker, 20th floor, Houston, Texas, 77002, Attention: Safiyah Abdullah. Credit card payments can be made by calling 713.837.9015. Please return this form by March 19th, 2004, or you may fax your registration form to 713.837.9054 or register online at www.houstongpc.org. For hotel accommodations, visit the web site.

Name _____ Job Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail Address _____

If you are a person with a disability and need a reasonable accommodation, please call 713.837.9049 (Relay Texas at 1.800.735.2989 or 7.1.1) by March 19th, 2004.

Government Procurement Connections 2004

Workshop Descriptions

Note: The GPC 2004 workshops will be held on Wednesday, March 31st, 2004 at the George R. Brown Convention Center. Workshop descriptions and times are listed below.

1. **Building Strategic Alliances**

Time - 9:15 a.m. to 10:05 a.m. Room – 301 (a/f)

Capture new clients by leveraging strategic alliances and arrangements to grow your business.

- Teaming
- Developing Joint Ventures
- Mentoring

2. **Tools to Help You Submit Successful Government Bids**

Time - 9:15 a.m. to 10:05 a.m. Room – 302 (a/f) and (b/e)

The process of submitting a successful bid for government contracts can be overwhelming and confusing. Get critical information on:

- Determining the best agencies for your products and services
- Evaluating potential bid opportunities and the application process
- Creating a bid checklist
- Do's and Don'ts of submitting a successful bid

3. **Small Business Forum: Resources to Grow Your Business**

Time – 10:15 a.m. to 11:30 a.m. Room – 301 (a/f)

This workshop delivers what you need to improve your business and to assist you in developing relationships with resource organizations. Become aware of:

- Tools you need to succeed
- Resources your business can tap into
- Information that will help your business prosper

4. **Mastering the Maze – Federal Government Contracting and Subcontracting**

Time – 10:15 a.m. to 11:30 a.m. Room – 302 (a/f) and (b/e)

- Step-by-step guidelines to effectively market your products and services to Federal government entities
- Tips to recognize procurement opportunities
- Insight into certification programs

5. **Equipping You With Tools to Obtain Financing**

Time – 1:45 p.m. to 3:00 p.m. Room – 301 (a/f)

Leaders in the financial market will discuss how your small business can use the same financing methods of larger companies to grow your business. Learn about:

- SBA's Community Express Loans
- Business funding and government contract funding
- Banking alternatives

6. **Mastering the Maze – State and Local Contracting**

Time – 1:45 p.m. to 3:00 p.m. Room – 302 (a/f) and (b/e)

- Step-by-step guidelines to effectively market your products and services to State and Local government entities
- Tips to recognize procurement opportunities
- Insight into certification programs



7. **Equipping You to Do Business on the Internet**

Time – 3:10 p.m. to 4:15 p.m. Room – 301 (a/f)

- Texas Procurement Center – Electronic Bid System
- Contracting Opportunities through the Internet

8. **Equipping Businesses for International Contracting and Homeland Security**

Time – 3:10 p.m. to 4:15 p.m. Room – 302 (a/f) and (b/e)

Capture new customers and expand your business by venturing into new waters – International Contracting and Homeland Security. Learn about:

- Opportunities in Homeland Security and Iraq
- Necessary guidelines to market your products and services overseas
- Tips on determining procurement opportunities abroad
- How to take your small business into the international marketplace

9. **Legal Issues Affecting Small Business Owners**

Time – 1:45 p.m. to 3:00 p.m. Room – 301 (b/e)

Walk away with information that will assist you in decreasing legal vulnerability and increasing company profitability. Hear about:

- Determining best business entity
- Defining pitfalls of contracting and collecting
- Protecting the company's intellectual property (trademarks, nondisclosures, patents, etc.)

Houston Public Library (HPL) Offers Free Computer Classes

In 1998, free Computer-Training Centers ("CTCs") were established for the Houston Public Library (HPL). The Centers were subsidized with funds from a grant awarded to HPL from the Bill and Melinda Gates Library Foundation. Those funds were earmarked to purchase computers and software. Currently, computer classes are funded, in part by the Texas State Library and Archives Commission through the Loan Star Libraries Grant.

The mission of the HPL in creating these CTCs was to offer to any person, regardless of income, the opportunity to be competitive in today's technological revolution. As a result of this project undertaken by the HPL, the public now has access to computers and the Internet.

When the CTCs were initially established in 1998, seven (7) training centers were opened, inclusive of the Central Library. Since that time, three (3) other HPL branches offer computer classes.

The Central Library and other branch locations, offer introductory classes for most Microsoft Office software, including Word, Excel, and PowerPoint. Although it is not a prerequisite for the classes, familiarity with the materials and techniques covered in Windows 95 Basics and Computer Basics is recommended for individuals taking these classes.

The state of the art CTC for the Central Library is located on the Concourse Level of the Jesse H. Jones Building, 500 McKinney. Other locations will be provided below. A person taking any one of these classes will receive a hands-on, two-hour session that includes training in basic computer skills, Internet techniques and instructions on how to access the HPL's resources. These classes are individual units of instructions and not continuing classes. Attendees learn about the different types of search tools available, as well as online searching techniques on various topics ranging from genealogy to college scholarships.

Some branches, but not all, require reservations. There is limited seating. Therefore, it is well advised to arrive early for the classes, even when reservations are not required. After class, students with a library Power Card can continue to practice their new knowledge on the library workstations, and still receive assistance from the librarian. Texas residents can get a free library card. (Proof of residency is required.) Simply request a form from the librarian and turn in the completed form.

The Library staff developed the following series of questions to help prospective students identify the class to fit their computer training needs. If you want to know answers to any of these questions, then contact the HPL via its web site and/or telephone number listed below, to find out how to get specific computer training on:

- How to use a computer
- How to use the Internet
- How to use HPL databases or catalog
- How to type a document (word processing)
- How to create a spreadsheet
- How to create professional presentations
- How to create databases to manage client list, CD collections, etc.



Following is just a sampling of the types of classes available through the HPL CTCs:

- Computer Basics
- Introduction to Excel
- Introduction to Word
- Internet Basics
- Web Browser Basics
- Internet Search Tools
- Small Business Resources on the Web

Currently, the computer training classes are available at these branches:

<u>Branch</u>	<u>Location</u>	<u>Telephone</u>
• Central Library	500 McKinney (downtown)	832.393.1313
• Carnegie Regional	1050 Quitman	832.393.1720
• Flores	110 North Milby	832.393.1780
• Frank	5440 West Bellfort	832.393.2410
• Heights	1302 Heights	832.393.1810
• Kashmere	5411 Pardee	832.393.2450
• Lakewood	8815 Feeland	832.393.2530
• Robinson-Westchase	3223 Wilcrest	832.393.2011

Computer classes are available throughout the year. However, not all classes are available at all locations. It is a good idea to contact HPL to ensure that the class you are interested in is being offered. Some last minute changes or cancellations may occur in the class and/or schedule, without notice, due to unforeseen circumstances.

The computer class schedules for the branches are posted monthly on the Houston Public Library URL web site at www.hpl.lib.tx.us/hpl/branches. Once you have reached the web site, click on the branch you are interested in to get a listing of the classes and times the computer classes are offered. For more information you may also call the HPL at 832.393.1313 (Voice), 832.393.1539 (TTY), or visit HPL's web site at <http://www.houstonlibrary.org/>.

If you have a physical or communication need that may impact your participation in any of the classes, you are advised to call the HPL. Without prior notification of need(s), the Library cannot insure the availability of appropriate accommodations.

The Source for S/M/W/DBE news is published by the Mayor's Office of Affirmative Action and Contract Compliance

Bill White, Mayor

Velma Laws, Director

Editorial Staff

Kelly Shreck Phillip Yelder Juan Padilla Laura Rowe Joseph Kurian Deborah Chen Sheree D. McCarty

P.O. Box 1562 ✍ Houston, Texas 77251 ✍ 713.837.9000 ✍ 713.837.9050 - fax

Construction Management Training Series Concludes with Graduation Ceremony and Networking

Recently, the City of Houston's Affirmative Action and Contract Compliance Office, the Turner Construction Company, and the Houston Small Business Development Corporation sponsored an eight-session comprehensive training series on the "Fundamentals of Managing a Construction Company." The series began on November 10th and concluded on December 16th with a graduation ceremony. Classes were held at the Business and Technology Center (Palm Center) at 5330 Griggs. Individuals that attended at least five of the eight training sessions received a certificate at the graduation. At the December 16th ceremony, Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, presented George Key, Community Affairs Director of the Houston Business Office of the Turner Construction Company, with a proclamation from Mayor Lee P. Brown proclaiming December 16th as "Construction Management Training Day."



This was the ninth year that the City of Houston has teamed up with the Turner Construction Company to offer this program. The curriculum for the series was designed to enhance the technical and managerial skills of small contractors and entrepreneurs in the construction industry. The topics discussed during the series were: Developing a Business Plan; Safety; Estimating and Bidding; Bonding and Insurance; Establishing and Managing Credit; Project Management; and Sales and Marketing. On the final evening of the series, several speakers provided "how to do business" information to the participants.

The instructors / speakers for the series were: G. Christopher Beck, Turner Construction Company; Atilio Rivetti, Turner Construction Company; Steve Beuchaw, Turner Construction Company; Darryl V. Samuels, UT Bonding & Technical Assistance Program; Jorge Colorado, Houston Small Business Development Corporation; Sam Latona, Turner Construction Company; James P. Barrett, Turner Construction Company; Maurice Davis, Port of Houston Authority; George Edwards, Mayor's Office of Affirmative Action and Contract Compliance; George Key, Turner Construction Company; and Paralee Shivers, METRO.

Congratulations to the graduates of the 2003 "Fundamentals of Managing a Construction Company" Training Series:

Kenneth Ausbie
Henry Balerio
Dwight Baker
Barry Eldridge
Jennie Larry Johnson
Falous McCarty
Larry McCarty
Madaid Peinado
Cindy Linder Qualia
Brica Ragster
Alan Reeves
Maria Rodriguez
Gloria Sanchez
Julian Sierra
Mellie Sierra
Loures Ramos Thorndike
Alberto Torres
Angela Torres
Gerald Young



Proclamation is presented recognizing December 16th as "Construction Management Training Day."

City of Houston

611 Walker, 20th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

Successful Bid and Bid Packaging	January 27, 2004 10:30 a.m. to 12:00 noon City Hall 900 Bagby, Basement, Conf. Room #1 Houston, TX 77002	Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.
The Basics of Grant Writing	February 25, 2004 8:30 a.m. to 4:00 p.m. Business and Technology Center (Palm Center) 5330 Griggs Houston, TX 77092	Learn the basics of grant writing. Topics to be discussed during the seminar include: Deciding to Apply for Funding; Public Versus Private Funds; Source of Funding Information; Planning and Developing the Proposal; The Application Narrative; The Budget; The Appendix, Forms and Assurances; Submission Review and Award; and Managing Grants.
How to do Business with the City	March 2, 2004 10:30 a.m. to 12:00 noon City Hall 900 Bagby, Basement, Conf. Room #1 Houston, TX 77002	Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.
Legal Issues Affecting Small Businesses Training Series	March 11, 17, & 25, 2004 10:00 a.m. to 11:30 a.m. on 03/11/04 11:00 a.m. to 12:30 p.m. on 03/17/04 10:00 a.m. to 11:30 a.m. on 03/25/04 Business and Technology Center (Palm Center) 5330 Griggs Houston, TX 77092	Topics covered to include: Week 1 (March 11) – Employment Law Issues; Week 2 (March 17) – Contracting and Collection Issues on Government Contracts; and Week 3 (March 25) – Intellectual Property: Protecting Your Business' Greatest Assets.
Contract Compliance Workshop	March 17, 2004 9:00 a.m. to 12:00 noon 611 Walker, 20 th floor Houston, TX 77002	Gain valuable knowledge about certified payrolls; M/W/DBE compliance; overtime/fringe benefits; the prevailing wage rates; drug policy compliance; related forms; common compliance problems; and dispute resolution.

FAX this response form to 713.837.9060 to reserve your seat today!

Yes, I will attend the following events:

- ☐ How to do Business with the COH
☐ Successful Bid and Bid Packaging
☐ The Basics of Grant Writing
☐ Legal Issues Affecting Small Businesses Training Series
☐ Contract Compliance Workshop

Name _____
Company _____
Address _____
City/State/Zip _____
Phone _____
E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.

Don't miss these upcoming events...

The Basics of Grant Writing

February 25th, 2004
8:30 a.m. to 4:00 p.m.
Business and Technology Center
5330 Griggs

Government Procurement Connections 2004

- Conference
 - Workshops
 - Awards Luncheon
 - Face-to-Face Sessions
- March 31st, 2004 at the
George R. Brown Convention Center

Contract Compliance Workshop

March 17th, 2004
9:00 a.m. to 12:00 noon
611 Walker, 20th floor

Legal Issues Affecting Small Businesses Training Series

March 11th, 17th, and 25th, 2004
Business and Technology Center
5330 Griggs

City of Houston
Affirmative Action and Contract Compliance
611 Walker, 20th Floor
Houston, TX 77002

Check Out The Source!